

**1 OCTOBER 2000**



**Personnel**

**THE AIR FORCE LOGISTICS OFFICER  
CAREER BROADENING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at: <http://afpubs.hq.af.mil>.

---

OPR: HQ USAF/ILXS (Lt Col Phil Bingman)      Certified by: HQ USAF/ILX (Ms Susan A. O'Neal)  
Supersedes AFI 36-2111, 1 May 1994.

Pages: 6  
Distribution: F

---

This instruction supplements AFPD 36-21, Utilization and Classification of Air Force Military Personnel. Part I provides guidance and procedures for managing the Air Force Logistics Career Broadening Program (LCBP). This Air Force Instruction does not apply to the Air National Guard or Air Force Reserve.

**SUMMARY OF REVISIONS**

OPRship for this AFI was transferred from HQ AFMC/DPR to HQ USAF/ILX. Major changes are: 1) the chair of the ALC Program Guidance Committee (PGC) is identified as the ALC/CV or ALC/CD, 2) for eligibility into the LCBP, officers must be a captain and have six years commissioned service and no more than 11 years total active federal commissioned service, 3) 33S3 AFSC is removed from the LCBP, 4) Command OPR is transferred from HQ AFMC/DP to HQ AFMC/LG. Changed or revised material from previous edition is indicated by a | (bar).

**1. Definition and Purpose.**

1.1. The Air Force LCBP is a HQ USAF/IL sponsored three-year program that specializes in acquisition logistics and life-cycle sustainment support (wholesale logistics). The reporting requirement in paragraph 2.3 is exempt from licensing in accordance with paragraph 2.11.4 of AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Inter-agency Air Force Information Collections. It applies to officers in the following Air Force Specialty Codes (AFSCs): 21AX (Aircraft Maintenance), 21GX (Logistics Plans), 21MX (Munitions and Missile Maintenance), 21SX (Supply), 21TX (Transportation), 63AX (Acquisition Manager), 64PX (Contracting), and 65F3 (Financial Management). Maintain and dispose of all records created as a result of prescribed processes in this instructions in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.2. Purpose. The intent of the LCBP Program is to broaden and expose selected officers to the wholesale logistics (depot) experience. Officers competitively selected for this program gain valuable knowledge and experience in managing the acquisition and sustainment aspects of the Air Force Logistics system--through rotational assignments in various functional areas of an Air Logistics Center (ALC). All LCBP positions will be Acquisition Professional Development Program (APDP) coded to facilitate Level I certification.

## **2. Air Force Logistics Career Broadening Program Content.**

2.1. General Information. Headquarters Air Force Materiel Command's (AFMC) Directorate of Logistics (HQ AFMC/LG) is the functional manager for the LCBP. Subject to approval of HQ USAF functional area participants, HQ AFMC develops, administers, and reviews program content. Each ALC develops its own program based on local needs within guidelines established by this instruction. The LCBP consists of two phases:

2.2. Phase I. This 24-month phase provides work experience in all areas of wholesale logistics, including an overall view of acquisition logistics and sustainment and an understanding of the relationships between logistics functions. In Phase I, officers move through designated directorates according to each ALC's rotational program. While in each function, participants perform assigned tasks to support mission needs. Rotation through every function is desirable but rotations should be designed to provide participants with every opportunity for exposure to the key elements inherent to the rotation with focus on maximizing learning rather than productivity.. The rotation must also provide a knowledge of primary directorate functions. Waiver requests to Phase I requirements are submitted to HQ AFMC/LG for final approval/disapproval.

2.3. Phase II. Occurs in year three of the program and is used primarily as a tool for "fine tuning" what was learned in Phase I. The assignment may be in the participant's primary career field or a related field and in either the participant's home directorate or a different directorate, depending on available opportunities and ALC needs. Each career broadening officer sends a Phase II job proposal to the ALC advisor at least 90 days before completion of Phase I. The advisor checks the proposal to ensure it includes management responsibility with opportunities for the participants to use experience gained in Phase I. If approved by the advisor, the job proposals become part of the participant's curricula. Participants will prepare an end-of-tour report after completing Phase II. The report is sent through the ALC CV/CD to HQ AFMC/LG.

## **3. Responsibilities.**

3.1. Headquarters US Air Force/Directorate of Plans and Integration (HQ USAF/ILX). HQ USAF/ILX, along with representatives from HQ USAF Directorates of Maintenance (ILM), Supply (ILS), Transportation (ILT), the Director of Acquisition Career Management (SAF/AQX), and the Deputy Assistant Secretary of the Air Force for Contracting (SAF/AQC), guide overall program administration and assess staffing needs.

3.2. HQ AFMC/LG acts as command office of primary responsibility (OPR) for the LCBP and makes programmatic recommendations to HQ USAF/ILX and appropriate HQ USAF career field managers.

3.2.1. Convenes and chairs the HQ AFMC Program Guidance Committee (PGC) as required. The PGC includes staff members from HQ AFMC Logistics (LG), Operations (DO), Personnel (DP), Requirements (DR), and Contracting (PK); Air Staff, Plans and Integration (AF/ILX); and

the ALC Vice Commanders or Executive Directors (CV/CD). The committee administers, monitors, and evaluates the command-wide program; recommends program changes to HQ USAF/ILX; and informs appropriate HQ USAF functional managers of changes. Solicits, discusses, and coordinates, as appropriate, recommendations for program changes from the ALC PGC. Approves or disapproves (with AFPC) recommendations from the ALC PGC for eliminating participants from the program and sends annual PGC meeting minutes to HQ USAF/ILX, HQ AFMC functional staffs, ALC CV/CDs, ALC Mission Support Squadron Commanders (MSS/CC), and HQ AFPC/DPAS.

3.2.2. Conducts video-teleconferencing (VTC) meeting with LCBP advisors and participants, Air Staff career field managers, HQ AFPC Mission Support Officer Assignments Division (DPAS) representatives, and ALC personnel representatives as deemed necessary.

3.2.3. Convenes and chairs the LCBP Selection Board. (see paragraph 4.2, LCBP Selection Board)

3.3. HQ AFMC/DP acts as the command administrator for the LCBP Program and works with HQ AFMC/LG on the PGC and the LCBP Selection Board in an administrative capacity.

3.4. HQ AFMC Directorate of Personnel, Military Assignments Division (AFMC/DPMA) allocates LCBP personnel and officers to the ALCs. Administers and evaluates program content, subject to the approval of HQ AFMC/LG and HQ USAF/ILX.

3.4.1. Coordinate with HQ AFPC/DPASL eight months before the LCBP selection board to validate positions and post them on the Assignment Management System (AMS) prior to the selection board. Upon completion of the LCBP Selection Board, notifies HQ AFPC/DPAS of selection and allocation of officers.

3.4.2. Tracks status of current and former LCBP participants using the personnel data system.

3.5. Assigns officers to LCBP positions, based on recommendations from the LCBP Selection Board.

3.6. ALC Vice Commanders or Executive Directors (CV/CD) are the ALC advisors of the LCBP Program. Approves the ALC LCBP program guide, which is a composite of approved directorate plans. Ensures this program guide outlines learning objectives and work experience for each directorate, taking into account the unique requirements of participating functions. Objectives serve as guidelines for setting up each individual's curriculum. The curriculum for each directorate begins with a brief orientation covering organization and functions, followed by task assignments designed to broaden each participant's experience. Makes program changes based on feedback from directors and program participants, using this Air Force Instruction as a guideline.

3.7. The ALC Program Guidance Committee (PGC). Committee members include the ALC CV/CD (chairperson), ALC MSS/CC, and the ALC directors that have home-based LCBP participants. The committee members may choose to include representatives of other ALC directorates or major activities. The committee meets semiannually, in April and October.

3.7.1. The ALC PGC periodically checks participants' progress and recommends removal or waivers, if necessary, to HQ AFMC/LG. Evaluates participants' overall progress and suggests program changes to HQ AFMC/LG based on the evaluation.

3.8. ALC Functional Directors establish a program curriculum for each participant. Directors tailor each curriculum to the officer's qualifications, job experience, and career objectives while accommo-

dating the unique needs of each directorate. The curriculum must state the rotation sequence by directorate and within each directorate. The planned rotation in Phase I is flexible but must include rotational assignments outside of the home directorate.

3.8.1. Establish a directorate LCBP plan and include it in the ALC LCBP program guide and send program guides to participants before they arrive at the ALC.

3.9. ALC Mission Support Squadron Commander acts as the ALC program administrator by tracking and documenting program participants' rotational schedule. Request placement of officers in assignment availability code 55 (minimum stabilized tour) after HQ AFPC/DPAS assigns officers for program participation. Ensures only LCBP personnel are assigned to LCBP authorizations. LCBP participants remain assigned to the same Personnel Accounting Symbol (PAS) and position number for three years regardless of their rotational assignments. HQ AFMC/DPA must approve any changes in the AFSC or authorizations.

3.9.1. Sends requests to HQ AFPC/DPAS for awarding special experience identifier (SEI) code LLA to officers who have completed Phase I and ensures LCBP participants remain on the ALC LCBP authorization through Phase II.

#### 4. Eligibility Criteria/Candidate Selection.

4.1. To qualify for the LCBP, individual officers must have the following: a history of superior performance and potential for promotion to senior-level logistics positions; an undergraduate degree in management or a logistics-related area (waiverable); six years of commissioned service and no more than 11 years of total active federal commissioned service upon program entry; and the appropriate AFSC (21XX, 63A3, and 64PX) at the fully qualified level.

4.2. LCBP Selection Board. The LCBP Selection Board members are: HQ AFMC/LG - Board President; HQ USAF/ILX, HQ AFMC/DO, HQ AFMC/DR, HQ AFMC/PK, OC-ALC/CV, OO-ALC/CV, WR-ALC/CV and/or Executive Directors or their designated representatives.

4.3. The LCBP selection board will convene as required to consider qualified officers for selection and allocation. The board should consider candidates' potential to senior-level logistics positions. The board will review each candidate's: (1) all Officer Performance Reports and/or training reports that were written within the last five years, (2) the officer's career brief and (3) Air Force Form 3849, **PME/AFIT/RTFB/Officer Worksheet**, (signed by senior rater or wing commander equivalent). The LCBP selection board will, not consider AF Form 3849 without the required signatures. The senior rater's signature block must be typed below his/her signature.

4.4. The best-qualified officers will be selected for the LCBP and assigned to LCBP authorizations that most closely match their corresponding AFSCs.

#### 5. Tour Length/Duty Restrictions.

5.1. The LCBP is a three-year controlled tour. Tour length for LCBP participants is 24 months in Phase I and 12 months in Phase II. Phase I must be completed prior to entry into Phase II. Request for deviation and/or exception to tour length must be submitted to HQ AFMC/LG in coordination with HQ AFMC/DP and HQ AFPC/DPAS.

5.2. Additional duties for officers in Phase I should be minimal and only be assigned with the approval of the ALC LCBP advisor. Contingency TDY taskings for officers in Phase II will be kept to a minimum, when possible. Officers in Phase I are not eligible for contingency TDY taskings.

## **6. Candidate Evaluation:**

6.1. The home director for Phases I and II evaluates and reports on participants as follows:

6.2. Completes LCBP participant's Officer Performance Report according to AFI 36-2402, Officer Evaluation System. Include one of the following introductory statements in each participant's job description:

6.2.1. For those ALCs that use paragraph format performance reports. "Competitively selected member of a HQ USAF logistics executive-development program. This highly select program of 61 officers develops future senior leaders through specialized duty rotations within an Air Logistics Center, focusing on weapon system sustainment and modernization, depot-level maintenance and combat operations support."

6.2.2. For those ALCs that use bullet format performance reports.

- Competitively selected member of a HQ USAF logistics executive-development program
- Program develops future senior leaders through specialized duty rotations in an Air Logistics Center
- Focused on weapon system sustainment, modernization, maintenance and combat operations support"

6.3. Use the ALC mission description for each LCBP participant's performance report.

6.4. Each ALC directorate provides a Letter of Evaluation upon completion of the officer's Phase I rotation through that directorate. Send the letter to each officer's home directorate within 30 days of the Phase I rotation completion.

6.5. The home directorate sends unfavorable evaluations to the ALC advisor.

## **7. Form Prescribed.** AF Form 3849, PME/AFIT/RTFB/Officer Worksheet.

MICHAEL E. ZETTLER, Lieutenant General, USAF  
DCS/Installations & Logistics

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2110, *Assignments*

AFI 36-2402, *Officer Evaluation System*

***Abbreviations and Acronyms***

**LCBP**—Air Force Logistics Career Broadening Program

**PGC**—Program Guidance Committee

**ALC**—Air Logistics Center

**SEI**—Special Experience Identifier

**OPR**—Office Primary Responsibility